The meeting was called to order at 3:04 p.m.

Guest: Barbara McNeice-Stallard

1. **December 3, 2008 Meeting Notes**

   Meeting notes were approved as presented.

2. **Budget Update**

   President Nixon reported that there has been no progress in finalizing a state budget. The Governor and legislators are working on an 18-month budget, so we won’t have to go through this again this summer.

   Dr. Nixon said that if the Governor’s proposal holds up, community colleges may come out of this pretty well. The Governor recognizes the role that community colleges play in economic recovery, re-training, and job training. As a result, he is no longer proposing action that would reduce the College’s base funding; however, no one is immune to budget hits. Community colleges received no COLA this year and do not expect a COLA in 2009-10. As expenses continue to rise, we have to make budget cuts to accommodate those increases. Non-base funding is also expected to take a hit. This could include instructional equipment and scheduled maintenance funding. There is a proposal that would delay when we receive funding from the state. Dr. Nixon said that, after reviewing the College’s cash flow, he believes we are in a good position and will not require external borrowing.

   One proposal that would be very beneficial for community colleges includes backfill of property tax shortfall, which currently exists for K-12. If approved, this would relieve a lot of uncertainty when it comes to budget planning.

   Dr. Nixon said he believes there will be an increase in student fees.

   PAC members discussed the cut-back in spring and summer offerings. Dr. Nixon explained that he has asked that the College focus on offering core classes and cut where it will hurt students the least. We don’t want to displace our current students.
3. **ARCC Self-Assessment Statement**

Barbara McNeice-Stallard reminded PAC that, at its December meeting, PAC members provided input into the draft Self-Assessment Statement. She distributed copies of the revised statement and asked PAC members to review and provide input. Dale Vickers noted that the first and third sentences in the third paragraph are very similar. Ms. McNeice-Stallard will be submitting the College’s statement to the Chancellor’s Office before February 27. If members have additional suggested edits, please submit them to her prior to that date.

Director McNeice-Stallard directed PAC members to page 395 of the hand-out. These are college level indicators and Table 1.11: Peer Grouping, is a new table. She explained that for each line, the College has a different peer grouping. She reviewed the various indicators noting where the College is doing better, equal to, or not as well as the peer grouping. Dr. Nixon said that we can always do better; however, with 70-80 percent of incoming students being placed in pre-collegiate work, the College is placing emphasis on basic skills.

4. **EAS Update**

Professor Grimes-Hillman said many people on campus are investing huge amounts of time in Banner training. Faculty will receive their initial training on flex day. Simulation exercises, which will include faculty, staff, and students, are scheduled to begin next week.

Dr. Nixon added that of the three major components of Banner, the student component is the largest. For faculty and staff who work with those systems, it’s a change in what we are doing, but as computer work, it’s not necessarily complicated work.

Eighty percent of our students are currently registering on-line. Phone registration will be eliminated on May 8. Students can register via telephone for the spring session, but that option will not be available for summer registration.

5. **Institutional Planning – PAC’s Role**

Dr. Nixon reinforced PAC’s role in monitoring and coordinating overall institutional planning. In its role as the College’s main planning body, PAC has reviewed the College’s Mission Statement and recommended changes to the Board of Trustees. It also developed College Goals and Strategic Objectives for approval by the Board of Trustees. Dr. Nixon said there is a second dimension that we haven’t taken up as directly, which relates to accreditation. Not only does PAC need to function as the primary institutional planning council, but PAC has the responsibility of evaluating institutional planning. Specifically, he mentioned the Budget Committee and the Institutional Effectiveness Committee, which both report to PAC. PAC needs to hold these committees accountable for actively monitoring their own processes (PIE and the budget model). As the College moves forward, we need to have reports from the Budget Committee on its own evaluation of its procedures and effectiveness of the budget model. The committee may well be reviewing its model, but it hasn’t been presented to PAC.
Professor Grimes-Hillman said she believed it would be better to provide this kind of direction at the beginning of the fiscal year. She also suggested that we need to check PAC’s purpose and function statements to make sure this is included.

Dr. Nixon will work with Barbara McNeice-Stallard and bring back a statement on what would be expected from these two committees for PAC’s review.

6. **Accreditation Update**

Dr. Nixon reminded PAC members that PAC serves as the Accreditation Steering Committee. He distributed the first self study newsletter. As the standard committees work with the co-chairs in developing the self study, this council is responsible for reviewing drafts. It is anticipated that the first draft will be given to PAC by the end of the spring semester. The co-chairs hope to have a draft to distribute to the campus for input by early fall. The current goal is to have the final draft prepared by December 2009.

Barbara McNeice-Stallard said there have been problems filling standard committees with classified staff – mainly due to all the Banner training occurring on campus. The standard committees have already completed quite a bit of work. Director McNeice-Stallard said the College’s last self study contained too many action plans. For this self study, we want to be a little more realistic about action plans. An action plan is something you are going to do. It needs to be an identified weakness that the College will address to mitigate. It isn’t an area you are going to “continue” working on. Ms. McNeice-Stallard said that providing evidence is a key to a successful self study.

The Accreditation co-chairs are currently working on a second newsletter to be distributed campuswide. Ms. McNeice-Stallard complimented Odette Richardson for her outstanding work and for keeping the co-chairs organized and on task.

7. **Other**

- **Information Technology Advisory Council**

  At PAC’s last meeting, Vic Belinski indicated that he would meet with ITAC and forward a recommendation to PAC as to whether the council should be eliminated. At that time, PAC was told that the council had not been meeting and was not functioning. Dr. Nixon said that several people involved with ITAC have asked that the College reconsider eliminating this council. Whether it is ITAC, or another committee, it is believed that we need an institutional committee to deal with technology interests, concerns, and questions. Dr. Nixon said he has asked Mr. Belinski to go back to ITAC and discuss whether it should be disbanded.

  Dr. Nixon also talked about the college’s planning documents – the Educational Master Plan and Facilities Master Plan. There also needs to be a Technology Master Plan. This might be a project that ITAC could assume.

- **Health & Safety Committee**

  While reviewing the operational committees in December, there was discussion as to why there was only one faculty member on the Health & Safety Committee. It was also thought that the committee could benefit with a representative from Information
Technology. As a result of that discussion, Karen Saldana is recommending to PAC that an additional faculty member be added to the committee. It is also suggested that an IT representative be added to the Emergency Preparedness Task Force (ad hoc committee). PAC recommended that Dr. Nixon approve the change in membership recommended by Director Saldana.

- PAC members received goals submitted by the following: Budget Committee, Insurance Committee, and Health & Safety Committee.

- Dr. Nixon reported that development of the Educational Master Plan is progressing well. We should receive the document from the consultant by the end of this month.

8. **Next Meeting**

The next meeting will be held March 4, 2009, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:10 p.m.

JSN:dc